PROCEDURE:

A. ORDER ENTRY INTO PHLIP for Programs: Lead (2), HIV (1), STD (2), EPI (1).

1. Access The Nebraska Public Health Laboratory at www.nphl.org and click on the PHLIP or NPHLWEB button. This will take you to Guardian.

2. Sign on: Enter user ID and password (type in the first letter of your first name, and your last name: i.e. John Doe is “jdoe”, password will be “guardian” upon initial entry).

   Note: If you don’t have access to PHLIP, please go to the PHLIP User Authorization
Form on the NPHL web site, and fax to Jeff Gehring at 402-559-9918. Authorization to access PHLIP must come from the Clinic Director.

3. PHLIP Software Access Screen:

Note: Screens may look slightly different or have fewer choices depending on your level of access to the system.

4. Select PHLIP option. (Note: You may click on “Self Administration” to update your personal information, and your password)

5. Select correct program for the test to be ordered. All four programs are listed here (Sexually Transmitted Diseases, Childhood Lead Testing, General Communicable Diseases, or “EPI”, and HIV Prevention). All four programs follow the same screens. Note: Screens may look slightly different or have fewer choices depending on your level of access to the system.

6. Select “Place Lab Test Order”. The following is a breakdown of every test which is associated with a program:
   - General Communicable Test Program (EPI): CDC Referral tests, Confirmation ID Specimens, Organism Banking tests, Microbiology Serotyping and Serogrouping, Cultures, Stains, West Nile ELISA, Varicella Zoster DNA, Mycobacterium Tuberculosis DNA, Influenza Ag Detection, Giardia Screen, and Ecoli O157 Confirmation.
   - HIV Surveillance: HIV1, HIV2 ELISA Screen (W.Blot if positive), HIV Confirmation, and RPR.
   - STD Program: GC/Chlamydia DNA Swab or Urine, GC Screen Culture, Hepatitis B Tests, and RPR.

7. Example for #5. Select: STD Program
8. Enter patient last name, tab over and type first name in the appropriate boxes. Enter date of birth in correct format (mm-dd-yyyy).

9. Choose the clinic or location of site placing order(s). Enter 1st letter of site/clinic name. Notice: any given account can have up to 7 account numbers. Depending on program and Medicaid, choose the correct account: i.e., make sure the account is the correct program and billing status. Note: There are separate accounts for patient specimens that have Medicaid coverage: i.e. Douglas Co Health STD Clinic (Mcaid)(STD)1302631 would be PLD00106, non Medicaid Douglas Co Hlth STD Clinic (STD)1302631 would be PLA00106, Douglas County Central Clinic (Mcaid)(Lead) would be PCD00101 and non-Medicaid Douglas County Central Clinic(Lead) would be PCA00101.

10. Select: Next
11. Select the matching patient's name by clicking on one of the blue boxes under the names listed and selecting next. If the patient has an existing record, choose the previous lab record number. If more than one previous record appears, choose the lowest patient record number with the same birth date.
   Example: **PJD00100-8900102**; choose the lowest number of the last set of numbers of the previous record number, or choose the only one listed.
12. If the patient has not been previously entered click on “Create New Lab Test Record”. 
   Note: When performing data entry for practice: Choose a test patient that has already been created.
13. Enter patient demographics, FIPS code (county code, currently only required for the STD program, go to [http://www.hhs.state.ne.us/cse/dclist.htm](http://www.hhs.state.ne.us/cse/dclist.htm) for a listing). If you are not entering a FIPS code, you need to enter 000 in the FIPS space. Enter information into the Client patient ID space using all caps and numbers (no symbols or spaces). You can use this space for patient ID numbers used internally at your site, information, comments, specimen info, etc.

14. Enter the Medicaid number, if applicable.

15. Enter the Race; use the first letter of ethnicity (select from drop field, make sure selection is highlighted).

16. Click on date of birth; fill in as follows: mm-dd-yyyy.

17. Click on gender “M” or “F” or use arrows and enter key on appropriate choice.
18. a. Screen “Lab Test Order”, *(at this point double check previously entered information)*.
   b. Enter ordering provider. Use drop down field. *(Currently this is the only way to enter the Doctor or Provider. If the Provider does not appear use Dr. Steve Hinrichs and notify the lab at 1-800-334-0459 that the Provider name and UPIN needs to be added to the drop down field, or visit [www.nphl.org](http://www.nphl.org), and click on the “PHLIP Tab”)*.
   c. Enter date and time (time not required).
   d. Enter source/ select correct source. Make sure selection is highlighted.
   e. Enter tests; select the correct test. Make sure selection is highlighted. *(Currently only one test at a time may be ordered)*.
   f. If more than one test is ordered move through 1st order completely. Select "same patient/same order", and repeat for each additional test order.
19. Note: To order Chlamydia/GC the following 4 questions will appear:
   - Reason for visit
   - Symptoms
   - Risk Hx
   - Clinical Observation
   Answer all questions. These are the same questions on the paper requisitions.

20. DO NOT MARK"X" REC'D BY LAB. (In the future this prompt will not appear. For in-lab use only).

21. Screen display: Order Summary Page (Double check all data entry at this time; if errors discovered, Select "back" at the top of the page and change entry information.
22. **For STD orders only:** Print "Order Summary Page" and submit with specimen. (To print; select File/print). (This is only for STD orders). Currently the Nebraska State Laboratory is entering in the patient information specific for the STD program into the state data system R-Link for Phil Medina’s use. This practice will cease when PHLIP directly interfaces the data into the state data system.

23. Select: Submit Order. No further changes can be made at this time.

24. Screen display: "Lab test order Confirmation", If only one specimen sent to lab, select file and print page. Submit page with specimen.
   If multiple orders/specimens -see "Place New Orders" options.
   - (Program Name here) - New Type-new patient
• same as above       - Same patient-same order number
• same as above       - STD Program-new patient

25. After you’re ordering is complete. Select "HOME"/select STD Program (or whichever program is applicable). Select "Batch Packaging invoice”. Select the collect dates (oldest to most recent). Select correct account.

26. Select “NEXT”

27. Batch package list appears-File/print and send with specimens.

28. If you need to modify an order, to main page, select the program the order was placed, and click on “Edit Collected/Non-Received Orders”. Follow the same steps as above, and make any changes needed. Note: This editing procedure cannot be performed if you have sent the order to the lab for testing already and the specimen has been marked received.

29. LOG-OFF
1. Follow the first five steps from part A.
2. Select “Report:” from the screen below:

3. Fill in the search selection criteria from this next screen (the more information entered, the more narrow your search will be):
4. You now have a listing of patients by order number and patient name. In addition, you have a listing of the following parameters: clinic, test type, result, collection date, status, and whether or not it was reviewed. At this point, you may mark a result reviewed, and the next time you search for non-reviewed results, this result will not appear. In addition, you may click on download, and this will allow you to send this information on your screen to Microsoft Excel.
## Search Results: All

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Clinic</th>
<th>Patient Name</th>
<th>Test Type</th>
<th>Result</th>
<th>Collection Date</th>
<th>Status</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAA001296000103</td>
<td>Sandhills District Health Department (LEADS)</td>
<td>TEST, TEST M</td>
<td>LEAD SCREEN/STATE</td>
<td>LEAD SCREEN/STATE: Unit = 6.3 123456</td>
<td>05-23-2003 @ 00:00:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAA001296000102</td>
<td>Sandhills District Health Department (LEADS)</td>
<td>TEST, TEST M</td>
<td>LEAD SCREEN/STATE</td>
<td>LEAD SCREEN/STATE: Unit = 26.3 Range = &lt;10 123456</td>
<td>05-06-2003 @ 00:00:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAA0012960000315</td>
<td>DCHD CLPPP Child Care (Lead)</td>
<td>TEST, TEST M</td>
<td>LEAD SCREEN/STATE</td>
<td>LEAD SCREEN/STATE: No Specimen Received</td>
<td>05-06-2003 @ 00:00:00</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>